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MEMORANDUM FOR: Chief, Plans and Policy Staff

24 April 1957

SUBJECT : Intelligence School Weekly Report #17  
18 April through 24 April 1957I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESA. OTR Orientation Officer

(1) On 17 April the Foreign Service Officer Briefing was conducted for 35 people.

(2) The Departmental Briefing was conducted on 23 April for 44 people from State, Army, Navy, Air Force, NSA, and USIA. The Word of Welcome was given by the DDCI.

(3) On Tuesday evening, 23 April, a one-hour presentation on CIA was delivered by [redacted] to the General Assembly of the Naval Reserve Intelligence Officers attached to the Fifth Naval District. There were over 100 officers in the audience.

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(5) On 22 April a lecture on "The First-Line Supervisor in the Management Picture" was delivered by [redacted] to the Basic Supervision course.

B. Intelligence Training

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(1) [redacted] probing of OO's training requirements began in the Foreign Documents Division. FDD desires to have the Office of Training consider adding or changing the following courses:

## a. Additions:

1. A Writing Workshop for non-native Americans;
2. A Writing Workshop on Scientific Subjects;
3. A Writing Workshop on Industrial Subjects;
4. A Series of new courses on Obscure Languages;
5. A Series of basic country survey courses; and
6. A Survey of military Intelligence Research on the USSR, with particular reference to the Defense Department.

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## b. Changes:

1. Revising the language courses to emphasize reading, as is done at NSA;
2. Special management courses for FDD;
3. More intensive clerical and administrative training courses for FDD;
4. Dependents' briefing courses for FID; and
5. Reorientation or refresher courses for FDD.

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*Janell J. West*  
FDD also desires to have the Office of Training look at the following training services that it might perform:

1. Provide notices and arrange attendance at technical meetings, [redacted] plus field trips to factories;
2. Arrange overseas area indoctrination or refresher courses;
3. Publication of home-study courses prepared by FDD; and
4. Arrange for preliminary field testing in language aptitudes.

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Obviously some of these "requirements" involve extensive changes in the course offerings of the Intelligence School. They impose a heavy, additional load on the faculty, which can be met within existing ceilings only if action is taken promptly to bring the faculty up to strength, and streamlined to get the maximum teaching hours out of the existing faculty.

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[redacted] requested [redacted] to expedite the analysis of OO/C's and FBID's training requirements so that we could handle OO as a package in our new training program rather than make extensive course changes for FDD alone.

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[redacted] also met with [redacted] of OSI, in response to his urgent request for a new course for OSI analysts on Research Methods. [redacted] is arranging for a meeting in the immediate future for training representatives to discuss training requirements with the AD/OSI, his Staff, and Division Chiefs. At this time [redacted] will propose a survey of OSI of the same kind now being conducted in OO by [redacted] and in ORR by [redacted]. [redacted] will do the detailed probing of OSI, if it develops that this is what is desired by the Assistant Director for Scientific Intelligence.

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(2) Writing Workshop #13 started Monday, 22 April, with [redacted] students. [redacted] are from FDD, [redacted] from FBID, Audit, and Office of the Comptroller, and [redacted] from Personnel, Logistics, ORR, OCI, OCR, and OTR. The class is split into two sections, one under [redacted] and one under [redacted].

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(3) Conference Leadership #5 started Monday, 22 April, with [ ] students. There are [ ] from OSI, Office of the Comptroller, and the Management Staff, and [ ] from ORR, OTR, and Personnel.

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(4) On Friday, 19 April, [ ] met with [ ] of Services Division of ORR and spent a full hour discussing various aspects of the map course. [ ] approved of the revised schedule which shows a reduction of hours of formal instruction and a corresponding increase in hours available for student work problems. A new feature of the course will be some instruction in the use of symbols, drafts, and charts for the presentation of regional industrial data.

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(5) [ ] met with members of the Area Advisory Committee on Wednesday, 17 April, to discuss content and methods to be used in the new regional-type Americans Abroad courses. [ ] is organizing such a course for the to be held 20-24 May.

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#### C. Intelligence Orientation

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(1) On Wednesday afternoon, 17 April, [ ] visited [ ] to discuss the possibility of acquiring training material for overseas use. [ ] was informed that training material of the type he desired was available, but that it would have to be released through the office of AO/OS.

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(2) [ ] has begun work on a proposed Training Study, "Short History of American Intelligence."

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(3) The special program for Security Office personnel will begin with the Introduction to Communism phase of IO #9. [ ] security officers have been enrolled.

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#### D. Management Training

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(1) Basic Supervision #30 for GS 5-7 supervisors began on 22 April with [ ] students. One of the original [ ] students (the course maximum) cancelled on the first day of the course because of illness. [ ] students are from the DD/I, [ ] from the DD/P, [ ] from the DD/S, and [ ] from the Office of the DCI.

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(2) [ ] has met twice with representatives of FI/RI in surveying their needs for a night supervision course this summer.

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E. Reading Improvement

The experimental two-hour a day class in Reading Improvement is proceeding smoothly, [ ] is teaching the morning section and [ ] is teaching the afternoon section.

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F. Clerical Training

(1) During the week of 15 April there were [ ] people in Clerical Induction Training and [ ] people in Clerical Orientation. 25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 15 April were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified. 25X1

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G. Administrative Training

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Nothing to report. 25X1

H. Instructor Training

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Nothing to report.

I. Visual Aids Staff

The weekly report of VAS is attached.

III. PERSONNEL NOTES

A. [ ] telephoned this week to say that it is possible that he will return to work on or about the first of May, probably working only half-days for a short period.

B. [ ] Instructor, Clerical Induction Training, has transferred to the Assessment and Evaluation Staff where she will serve as Administrative Assistant. 25X1

C. [ ] will be on annual leave through 26 April. 25X1

D. [ ] will return from annual leave on 29 April. 25X1

Deputy Chief, Intelligence School 25X1

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